



Grants Administration Webinar

National NAGPRA Program

Sangita Chari, Grants Coordinator, National NAGPRA Program
Vedat Coleman, Grants Management Specialist, Historic Preservation Division
Jaime Lavalley, Notice Coordinator, National NAGPRA Program
September 23, 2009

Webinar Instructions

- Keep your phones on mute
- Asking questions – identify yourself
- Too fast/ too slow
- Breaks
- Survey

Sangita Chari

Grants Coordinator, National NAGPRA Program



Vedet Coleman

Grants Management Specialist, Historic Preservation Grants Division



Hampton Tucker

Chief, Historic Preservation Grants Division



Sherry Hutt

Program Manager, National NAGPRA Program



Jaime Lavallee

Notice Coordinator, National NAGPRA Program



FY2009 Consultation/Documentation Grantees

Bishop Paiute Tribe
California State University, Sacramento
Central Council of the Tlingit and Haida Indian Tribes
Choctaw Nation of Oklahoma
Colorado Historical Society
Comanche Nation, Oklahoma
Confederated Tribes of the Umatilla Indian Reservation
Denver Museum of Nature & Science
Eastern Shawnee Tribe of Oklahoma
Lac du Flambeau Band of Lake Superior Chippewa Indians
Little Traverse Bay Bands of Odawa Indians
Mashpee Wampanoag Tribe

FY2009 Consultation/Documentation Grantees

Maryland Historical Trust

Minnesota Indian Affairs Council

New York State Museum

Peoria Tribe of Indians of Oklahoma

Pioneer Historical Society Bent County

Rochester Museum & Science Center

Sealaska Corporation

Susanville Indian Rancheria

University of Colorado Museum, Boulder

University of Washington, Burke Museum

University of Wisconsin, Madison

White Mountain Apache Tribe

Agenda

- I. Introductions
- II. What you need to know about webinars
- III. Grant administration staff
- IV. Overview of Consultation/Documentation Grants administration program
- V. Grant Agreements
- VI. Reporting Requirements
- VII. Financial Reports
- VIII. Obtaining payments
- IX. Reporting Requirements
- X. Modifying the Grant
- XI. Recommendations
- XII. Announcements
- XIII. Contact Information

Consultation/Documentation Grants

The goal of the NAGPRA Grants program is to increase the number of successful repatriations through support for projects that increase the ability of tribes and museums and Federal agencies to facilitate consultations and work together through the NAGPRA process.

Goals of Grant Administration

- Accountability – for grantee and grantor
- Identify problems or concerns
- Allows grantees to adjust their project to reflect the realities of implementation
- Provides valuable data
- Makes a case for maintaining or increasing funding

NAGPRA Grants Staff

National NAGPRA Program

Sangita Chari

- Manages application process
- Approves interim and final reports
- Approves consultants and Competitive Negotiation Forms
- Approves Scope of Work modifications
- Updates contact information

Historic Preservation Grants

Vedet Coleman

- Finalizes budgets
- Manages grant agreements
- Approves financial forms (SF-425, SF-270, SF-272)
- Processes SMARTLINK registrations
- Approves payment requests
- Approves budget modifications, extensions
- Closes out grants

NAGPRA Grants Staffing Chart

National Park Service, Cultural Resources Division

National NAGPRA
Program

Historic Preservation
Grants Division

Payment
Management
System

Sherry Hutt
Program Manager

Hampton Tucker
Chief

Vivian Hughes
Processes
SMARTLINK
accounts

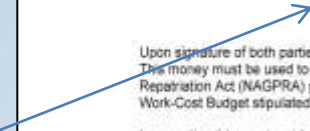
Sangita Chari
Grants Coordinator


Vedet Coleman
Grants Management
Specialist

Grant Agreement

Grant #
55-09-GP-515

INCLUDE IN ALL
CORRESPONDENCE
INCLUDING SUBJECT
LINE OF EMAILS




IN REPLY REFER TO:

United States Department of the Interior
NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

GRANT AGREEMENT No. 55-09-GP-515

Upon signature of both parties below, the National Park Service will obligate the sum of **\$30,000**. This money must be used to support the proposed Native American Graves Protection and Repatriation Act (NAGPRA) grant work shown in the Summary of Objectives and Results and the Work-Cost Budget stipulated as part of this Grant Agreement.

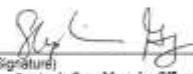
In accepting this grant, evidenced by signature below, the applicant agrees to comply with Department of the Interior regulations and requirements governing grants stipulated in Office of Management and Budget Circulars A-102 (Uniform Administrative Requirements), A-87 (Cost Principles), and A-133 (Audit Requirements). These elements and reporting forms with instructions enclosed with the transmittal letter are hereby incorporated into this Grant Agreement together with the terms and conditions stipulated on the following pages. The terms and conditions of this grant shall be extended to subcontractors.

The term of this Grant Agreement is:

Beginning Date:	July 1, 2009
Ending Date:	July 31, 2010

None of the funds awarded may be used to process any grant or contract documents that do not include the text of 18 U.S.C. 1913 prohibiting lobbying with appropriated funds. In accordance with Section 303 of Public Law 110-161 (the Fiscal Year 2008 Appropriations Act for the Department of the Interior and Related Agencies), the recipient shall not use any part of the appropriated funds for any activity or for the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

In witness thereof, the parties have executed this Grant Agreement as of the dates entered below.

UNIVERSITY OF WISCONSIN:	NATIONAL PARK SERVICE:
By  (Signature) Stephanie Gray, Managing Officer Research & Sponsored Programs	By _____ Hampton Tucker, Chief Historic Preservation Grants Division
_____ (Typed Name and Title of Authorizing Official)	_____ (Date)
<u>8-18-09</u> (Date)	_____ (Date)

Grant Agreement

- Department of Interior Regulation and Requirements, OMB Circulars
- Term of Grant Agreement
- Payment
- Eligible Costs
- Project Monitoring
- Interim and Final Report deadlines
- Financial Audit
- Records
- Acknowledgement of Federal Assistance and Disclaimer
- Compliance
- Suspension or Termination
- Scope of Work
- Budget
- Deliverables
- Repatriation
- Lobbying Prohibitions
- Fundraising

Interim and Final Project Reports

- Interim Progress Report and SF-425. An acceptable Interim Progress Report and SF-425 must be submitted to NPS **every six months** during the grant period, with the initial Progress Report due not later than **January 31, 2009**, and the next report due not later than **July 31, 2009**.
- Final Project Report and SF-425. An acceptable Final Progress Report and SF-425 must be submitted by **October 31, 2011** or within 90 days after the completion of project work, whichever is sooner.

Acknowledgement of Federal Assistance and Disclaimer

For all publications and materials -

“This material is based upon work assisted by a grant from the Department of Interior, National Park Service, National NAGPRA Program. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior or the National NAGPRA Program.”

Scope of Work

15. Scope of Work: The approved Summary of Objectives and Results to be performed with this grant award is as follows:

Examples:

- *Provide NAGPRA-related training to prepare staff for the repatriation process.*
- *Acquire, compile and review museum records regarding XX Tribe cultural material and consult with Elder committee regarding items to be repatriated.*
- *Travel and consult with the XYZ Museum, the ABC Museum of Natural History, and the DEF Museum.*
- *Develop a Repatriation Plan.*

Budget

Found in the Grant Agreement

Approved Work-Cost Budget	
Salaries, Wages, and Fringe Benefits	\$38,000
Consultant Fees	\$8,100
Travel	\$25,104
Supplies and Materials	\$1,296
Services (photocopies, postage)	\$500
Other Costs	\$2,000
Indirect Costs	\$15,000
TOTAL	\$90,000

Deliverables

17. Deliverables: The following products produced with this grant assistance must be forwarded to the National Park Service with the Final Project Report (see Grant Condition 7):

Examples:

- *A comprehensive written report summarizing the work completed under this grant, together with any photographs deemed suitable for publication.*
- *A copy of the tribe's Repatriation Plan.*
- *A copy of all training materials, list of attendees and summaries produced for training.*
- *A copy of the Federal Register notices produced through this grant*

Reporting Requirements

Programmatic

- Interim Reports
- Final Report
- Competitive Negotiations Form
- Programmatic modifications
 - Time extensions
 - Scope of work changes

Financial

- SF-425 (replaced the SF-269A)
- SF-270
- SF-272
- Budget modifications

Key Dates

- March 2009 - Grant applications were due
- July 2009 – Grant agreements sent out
- July 1, 2009 – Start of grant period
- January 31, 2010 – 1st Interim Report due
- July 31, 2010 – 2nd Interim Report due
- January 31, 2011 – 3rd Interim Report due
- July 31, 2011 – Grant period ends
- October 31, 2011 – Final Reports due

Interim Reports

Part I. Project Description

- Briefly describe progress to date in completing the project objectives and results as listed under Condition 15 - the Scope of Work.
- Briefly describe the status of grant deliverables, as described in Condition 17, to date. What products have been completed? What products are currently underway? What products have not yet been initiated?
- Have you encountered any challenges to completing the grant work? If so, how do you plan to address these challenges?

Interim Reports

Part II. Administration

- *See Condition 6 of the Grant Agreement regarding modifications to the original grant agreement*
- List any amendments to the original grant agreement including extensions and/or modifications to the Scope of Work or Work-Cost Budget, as stated in Conditions 15 and 16. Provide the NPS approval dates.
- Do you anticipate any changes to the Grant Term, Scope of Work, Work-Cost Budget or Deliverables listed in the grant agreement?
 - If yes, describe changes, and indicate when a written request for modification will be submitted to NPS. Please note, this does not constitute a modification request. You must submit a separate request for a modification to your grant agreement.
- Attach a completed SF 425, Federal Financial Form to the interim progress report.

Final Reports

Part I. Administrative, Part II. Project Description

Administrative

- List any amendments to the original Grant Agreement including extensions and/or modifications to the Scope of Work (Condition 15) or Budget (Condition 16). Provide the National Park Service approval dates.

Project Description

- Briefly summarize the results of the project accomplished under this grant.
- Describe any differences between the planned results as listed under Conditions 15 and 17 of the Grant Agreement and the actual results.
- List all key partners and participants (museums, tribes, institutions, individuals) in the grant and briefly describe their participation in the project.
- Beyond the grants deliverables, what was the larger impact of the project on your institution/community?
- As applicable, explain any plans for ongoing funding, expansion, modification, or replication of the project.
- Provide any other data required by the Grant Agreement's NPS Special Condition or instructions.

Final Reports

Part III. Financial Information

- Using the budget provided under Condition 16 of the Grant Agreement or the approved budget modification (if applicable) submit a final Work-Cost expense report showing the budget versus actual work-costs.
- Explain any differences between the planned and actual work-costs.
- Attach a signed copy of the final SF-425 *Federal Financial Report form*.
- Attach a SF-270 *Request for Advance or Reimbursement* requesting your final payment.
- If applicable, attach a SF-272 *Federal Cash Transactions Report* showing the liquidation of any cash advances.

Final Reports

Part IV. Experience

Answers to the following questions will help the National NAGPRA Program improve its support to museums and tribes in their efforts to effectively meet the goals of NAGPRA.

- Other than funding, what were the major obstacles you faced in implementing your grant?
- Provide two specific suggestions of how the National NAGPRA Grant Program could better support your grant implementation efforts.
- Add any additional comments/ thoughts here.

Final Reports

Part V. Attachments

Include a copy of any products required by Condition 17 of the Grant Agreement.

If any publications were produced with the assistance of this grant, enclose **one** copy of the publication

Final Reports

Part VI. Statistical Information

Repatriation

____ # of consultations conducted

____ # of human remains identified for repatriation

____ # of sacred items and/or objects of cultural patrimony identified for repatriation/disposition

____ # of Notices of Intent to Repatriate generated as a result of this grant

____ # of Notices of Inventory Completion generated as a result of this grant

Education/Training

____ # of trainings/workshops presented by grantee as a result of this grant

____ # of people attending trainings/workshops presented by grantee

____ # of outside trainings/workshops attended by grantee with support from this grant

____ # of people attending outside trainings/workshops with support from this grant

Community Involvement

____ # of tribes participating in the grant

____ # of museums participating in the grant

____ # of other institutions participating in the grant

____ # of other individuals participating in this grant

Did grant funds support your involvement in a collaborative or consortium? Yes No

What is the name of the collaborative/consortium?

How many tribes/museums participate in the collaborative/consortium?

Competitive Negotiations Form

What is the purpose?

To prove that a competitive selection process was used for hiring consultants

What is the process?

Fax or email the form to Sangita. She will approve and notify Vedet. She will email you an approval.

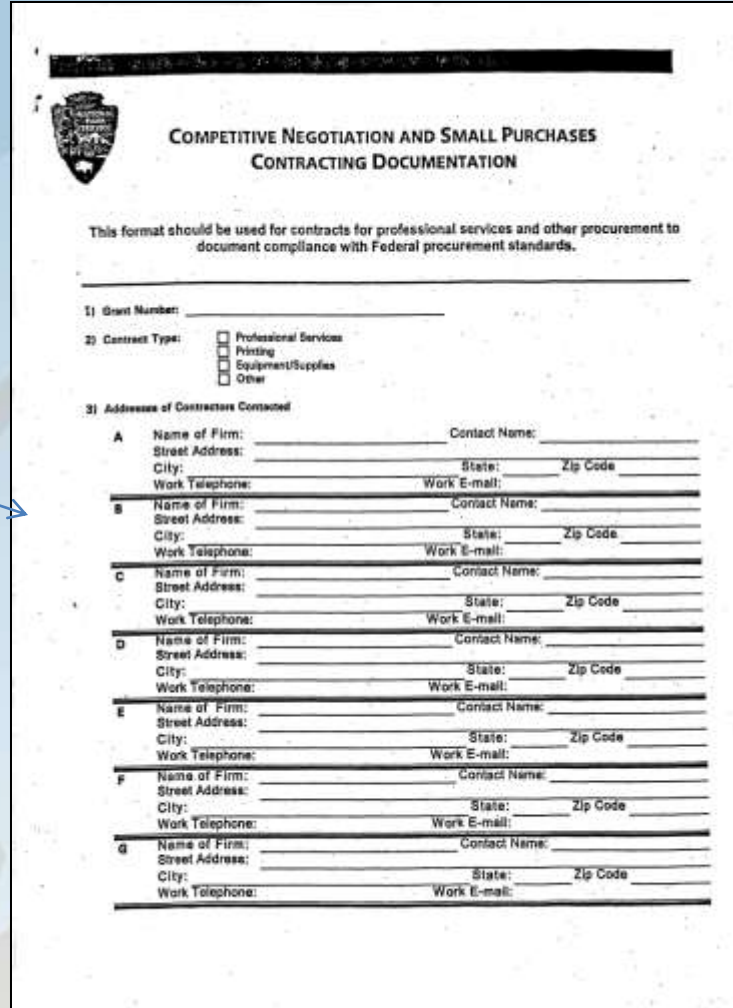
When should I submit the form?

Form should be submitted to Sangita within 30 business days or as soon as your organization goes through the consultant selection process.

Do I use this form to report Elders, students, interns?

Competitive Negotiations Form

Include information
from 3 consultants



The form is titled "COMPETITIVE NEGOTIATION AND SMALL PURCHASES CONTRACTING DOCUMENTATION" and features the U.S. Department of Justice seal. It includes instructions for use and fields for contract details.

**COMPETITIVE NEGOTIATION AND SMALL PURCHASES
CONTRACTING DOCUMENTATION**

This format should be used for contracts for professional services and other procurement to document compliance with Federal procurement standards.

1) Grant Number: _____

2) Contract Type: ☐ Professional Services
☐ Printing
☐ Equipment/Supplies
☐ Other

3) Addresses of Contractors Contacted

	Name of Firm:	Contact Name:
A	Street Address: _____ City: _____ State: _____ Zip Code _____ Work Telephone: _____ Work E-mail: _____	
B	Name of Firm: _____ Street Address: _____ City: _____ State: _____ Zip Code _____ Work Telephone: _____ Work E-mail: _____	Contact Name: _____
C	Name of Firm: _____ Street Address: _____ City: _____ State: _____ Zip Code _____ Work Telephone: _____ Work E-mail: _____	Contact Name: _____
D	Name of Firm: _____ Street Address: _____ City: _____ State: _____ Zip Code _____ Work Telephone: _____ Work E-mail: _____	Contact Name: _____
E	Name of Firm: _____ Street Address: _____ City: _____ State: _____ Zip Code _____ Work Telephone: _____ Work E-mail: _____	Contact Name: _____
F	Name of Firm: _____ Street Address: _____ City: _____ State: _____ Zip Code _____ Work Telephone: _____ Work E-mail: _____	Contact Name: _____
G	Name of Firm: _____ Street Address: _____ City: _____ State: _____ Zip Code _____ Work Telephone: _____ Work E-mail: _____	Contact Name: _____

Competitive Negotiations Form

Place price quote here

Justification for sole source vendor here (why you didn't do a competitive selection)

Sign here

4) Comparative Summary of Responses Received (must be AT LEAST 3 firms)

Use same identifier from previous page:

Letter ID or Firm Name	Date quote obtained	Price Quote	Obtained how?
A.			
B.			
C.			
D.			
E.			
F.			
G.			

5) Basis for Selection: ☐ Lowest Price

☐ Other

For the purposes of an SAT Grant, Selection criteria DOES NOT have to be lowest price, however, the explanation for the basis used must be described:

Signature of Grantee Official

Title

Date

SF-425 Reporting Requirements

Reporting Requirements

- 1) The submission of interim FFRs will be due semi-annually along with your Interim Report. A final FFR shall be submitted at the completion of the award agreement. For Final FFRs, the reporting period end date shall be the end date of the project or grant period.
- 2) Semi-annual interim reports shall be submitted on the dates stipulated in your grant agreement. Final reports shall be submitted no later than 90 days after the project or grant period end date.

-<http://forms.gov/bgfPortal/docDetails.do;jsessionid=10912C03F93E5894DC7F59ED4C4E7948?dId=15150>

SF-425

FEDERAL FINANCIAL REPORT							
(Follow form instructions)							
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page	1	of	pages
3. Recipient Organization (Name and complete address including Zip code)							
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual			
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)			
10. Transactions						Cumulative	
(Use lines a-c for single or multiple grant reporting)							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:							
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official						c. Telephone (Area code, number and extension)	
						d. Email address	
b. Signature of Authorized Certifying Official						e. Date Report Submitted (Month, Day, Year)	
						14. Agency use only	
<small>Standard Form 255 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011</small>							
Paperwork Burden Statement <small>According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.</small>							

REQUEST FOR ADVANCE OR REIMBURSEMENT <small>(See instructions on back)</small>		OMB APPROVAL NO.		PAGE _____ OF _____ PAGES	
		0348-0004			
		1. TYPE OF PAYMENT REQUESTED a. "X" one or both boxes <input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT b. "X" the applicable box <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL	
3. FEDERAL, SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST	
6. EMPLOYER IDENTIFICATION NUMBER	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REQUEST			
		FROM (month, day, year) TO (month, day, year)			
9. RECIPIENT ORGANIZATION		10. PAYEE (Where check is to be sent if different than item 9)			
Name:		Name:			
Number and Street:		Number and Street:			
City, State and ZIP Code:		City, State and ZIP Code:			
11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED					
PROGRAMS/FUNCTIONS/ACTIVITIES ►		(a)	(b)	(c)	TOTAL
a. Total program outlays to date <small>(As of date)</small>		\$	\$	\$	\$ 0.00
b. Less: Cumulative program income					0.00
c. Net program outlays (Line a minus line b)		0.00	0.00	0.00	0.00
d. Estimated net cash outlays for advance period					0.00
e. Total (Sum of lines c & d)		0.00	0.00	0.00	0.00
f. Non-Federal share of amount on line e					0.00
g. Federal share of amount on line e					0.00
h. Federal payments previously requested					0.00
i. Federal share now requested (Line g minus line h)		0.00	0.00	0.00	0.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances		1st month			0.00
		2nd month			0.00
		3rd month			0.00
12. ALTERNATE COMPUTATION FOR ADVANCES ONLY					
a. Estimated Federal cash outlays that will be made during period covered by the advance					\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period					
c. Amount requested (Line a minus line b)					\$ 0.00
AUTHORIZED FOR LOCAL REPRODUCTION		(Continued on Reverse)		STANDARD FORM 270 (Rev. 7-87) Prescribed by OMB Circulars A-102 and A-110	

Requirements for an Advance

- Funds must be spent within 30 days
- Grantee must submit the SF-272 to liquidate the funds within 30 days
- Failure to submit the SF-272 within 30 days will result in your grant becoming noncompliant
- Unresolved accounts will be disallowed from requesting future advances

SF-270

Request for Advance or Reimbursement

NPS will be unable to approve advances or reimbursements if your organization is non-compliant for any of the following reasons:

- Failure to submit an acceptable Interim Report and SF-425 on the due date (See Special Condition # 7)
- Failure to submit an acceptable Final Report and SF-425 on the due date (See Special Condition # 7)
- Failure to comply with Agreement Terms and Conditions numbers 1-20. With particular interest in:
 - 2. Work Program (Competitive Negotiations Form)
 - 6. Project Monitoring
 - 15. Scope of Work
 - 16. Budget

SF-270

Request for Advance or Reimbursement

What is the SF-270?

Used to request an advance or reimbursement

When do I submit the 270?

No deadline. As needed by the grantee.

What is the process?

Submit to Vedet Coleman via fax or email (scanned with signature)

If the SF-270 is accepted then an approval will be emailed to your SMARTLINK Contact

If your SF-270 is not accepted

You will receive an email from Vedet with an explanation

If your organization submits a request for reimbursement or advance and you receive an email informing you of your non-compliant status please respond within 10 business days.

Report

FEDERAL CASH TRANSACTIONS REPORT		OMB APPROVAL NO. 0348-0033	
2. RECIPIENT ORGANIZATION Name: Number and Street: City, State and ZIP Code:		1. Federal sponsoring agency and organizational element to which this report is submitted	
		4. Federal grant or other identification number	5. Recipient's account number or identifying number
		6. Letter of credit number	7. Last payment voucher number
		Give total number for this period	
3. FEDERAL EMPLOYER IDENTIFICATION NO.		8. Payment vouchers credited to your account	9. Treasury checks received (whether or not deposited)
		10. PERIOD COVERED BY THIS REPORT	
		FROM (month, day, year)	TO (month, day, year)
11. STATUS OF FEDERAL CASH (See specific instructions on the back)	a. Cash on hand beginning of reporting period	\$	
	b. Letter of credit withdrawals		
	c. Treasury check payments		
	d. Total receipts (Sum of lines b and c)	0.00	
	e. Total cash available (Sum of lines a and d)	0.00	
	f. Gross disbursements		
	g. Federal share of program income		
	h. Net disbursements (Line f minus line g)	0.00	
	i. Adjustments of prior periods		
	j. Cash on hand end of period	\$	
12. THE AMOUNT SHOWN ON LINE 11, ABOVE, REPRESENTS CASH REQUIREMENTS FOR THE ENSUING	13. OTHER INFORMATION		
Days	a. Interest income	\$	
	b. Advances to subgrantees or subcontractors	\$	
14. REMARKS (Attach additional sheets of plain paper, if more space is required)			
15. CERTIFICATION			
I certify to the best of my knowledge and belief that this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant or agreement.	AUTHORIZED	SIGNATURE	DATE REPORT SUBMITTED
	CERTIFYING	TYPED OR PRINTED NAME AND TITLE	TELEPHONE (Area Code, Number, Extension)
	OFFICIAL		
THIS SPACE FOR AGENCY USE			

SF-272 Federal Cash Transaction Report

What is the form used for?

Liquidate any advances made to your organization

When do I submit the form?

Within 30 business days from the advance

How can I submit the form?

Via email or fax to Vedet

Final Budget Template

Line Item	Original Budget	Change	Actual Expenditures
Salaries and Wages	\$3,000	-\$500	\$2,500
Fringe Benefits	----	-----	-----
Consultant Fees	\$2,000	+\$800	\$2,800
Travel and Per Diem	\$300	-\$300	0
Supplies and Material	-----	-----	-----
Other Costs	-----	-----	-----
Indirect Costs	-----	-----	-----
Total Grant	\$5,300		\$5,300

Final Payment

15% of total grant amount will be withheld until all reporting requirements are fulfilled.

Setting up your account

- Send in the following items:
 - Direct Deposit Sign-up form
 - SMARTLINK Contact
- Your organization will receive an email from Vivian Hughes to your SMARTLINK Contact providing you with your Log-in and PIN # for the SMARTLINK System. Expect a turnaround period of 4-8 weeks.

Obtaining Payments

- Your organization will submit a SF-270 to Vedet via email or fax.
- Vedet will email Vivian Hughes approving your payment and will copy SMARTLINK Contact.
- Your organization can then go into the SMARTLINK System to request the drawdown.
- Please do not request the funds prior to receiving approval from Vedet.

Modifying the Grant Agreement

- Time Extension
- Scope of Work Changes
- Budget Modifications

Time Extension

What is it?

Request to extend the project end date due to circumstances beyond your control.

What is the process?

Submit a written request via fax or email to Sangita or Vedet. You will receive an official letter from Vedet with your new end date and report deadlines.

How often can I request an extension?

Extensions are for one year only. You can request as many as you need up to 5 years from the start of the grant.

Change in Scope of Work

What is it?

Change in project activities as listed in your grant agreement.

What is the process?

Submit a written request via fax or email to Sangita or Vedet. You will receive an official letter from Vedet approving the change in the scope of work.

How often can I request?

As often as needed to complete the project. The scope of work cannot change the goal of the project.

Budget Modification Request

Grant No. _____

Date _____ Name of Grantee _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Line Item	Original Budget	Change	Actual Budget
Consultant Fees	\$5,000	-\$3,000	\$2,000
Travel	\$800	+\$300	\$1100
Total	\$5,800	-----	\$3,100

Budget Modification

What is it?

A change in the budget as listed in the grant agreement.

What is the process?

Submit the form to Vedet via fax or email. She will review and return it with any changes. Upon approval you will receive an official letter approving the revised budget. You will be expected to report on this budget in your final and interim reports.

How often can I request a modification?

As often as needed.

Remember

- The Grant Administrator is considered the main point of contact.
- Notify the Grants Coordinator at National NAGPRA of any staff changes.
- Submit all interim reports and financial reports in a timely manner.
- Request modifications to the grant agreement prior to a report deadline to avoid being marked as non-compliant. Non-compliant status will affect your ability to receive future grants.
- Look for written acceptance of all modifications. Vedet will send a formal letter approving any changes to the grant agreement. If you do not receive written notice, follow up with Vedet or Sangita.
- The only way to receive grant funds is through SMARTLINK. Keep your SMARTLINK contact current.

Tips to a successful grant project

- Keep all dates posted in your calendar.
- Identify 2 people to manage the grant – one for programmatic aspects and one for financial administration. Communicate regularly.
- Check the NAGPRA website regularly for updates and resources.
- Contact Vedet or Sangita if you have questions, do not wait until you are non-compliant to call!

Upcoming Trainings

WEBINAR

Thursday, October 15, 2009 2:00-4:00PM EST

- Learn about the National NAGPRA online databases which are designed to provide access to information on a variety of NAGPRA-related topics

TRAINING

Thursday, October 29, 2009 , 8:30- 5:00PM

- The National NAGPRA Program will sponsor a NAGPRA Basics Training immediately preceding the 40th meeting of the Native American Graves Protection and Repatriation Review Committee in Sarasota, FL. The NAGPRA Basics Training covers the history and intent of NAGPRA, the consultation and repatriation process, notices, grants, and civil penalties.

Survey

Please complete the
online survey by
September 28th

Contact Information

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National NAGPRA Grants Program

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Contact National NAGPRA Program

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8th floor
Washington, DC 20005

Telephone: (202) 354-2201

FAX: (202) 371-5197

E-mail: NAGPRA_Info@nps.gov

Web: www.nps.gov/history/nagpra

Historic Preservation Grants Division

Address:

1201 Eye St. NW

6th floor

Washington, DC 20005

Grants to Federal, State, and local governments, American Indian Tribes, nonprofit organizations, and educational institutions for preservation projects.

Email: Preservation_Grants_Info@nps.gov

Web: www.nps.gov/history/hps/hpg